



# Maraetai Beach School

Mission Statement: A learning community that provides an exciting, challenging programme designed to extend student's horizons in a secure, safe environment

## MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Held at Maraetai Beach School, Maraetai

On **TUESDAY 13<sup>th</sup> February 2018, 6.00pm**

**Present:**

Paul Bennett (Chair)  
Mark Keenan (MK) (Principal)  
Maria Lamberto Calvo (MLC),  
Vonja Young (VY)  
Damian Powley (DP)  
Wayne Gillard (WG - Staff Rep)  
Linda Kerfoot (LK - Minutes Secretary)

**Apologies:** Craig Rooks (CR)

**Visitors:** None

1	Open and Welcome	Follow up
	<p>a) PB opened and welcomed everyone to the meeting at 6.00pm</p> <p>b) PB requested any conflict of interest declaration based on agenda. Nil</p>	
2 and 3	Strategic discussions and decisions	Follow up



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<p>a) Chair vote – Paul Bennett unanimously voted to remain as Chair</p> <p>b) <b>Review trustee register</b> – signed by all Board members except CR (apologies)  <b>Portfolios</b> – to stay the same</p> <p><b>Action:</b> Update board manual send to Board members and update school docs</p> <p>c) <b>Presentation and sign off on setting targets for strategic/annual plans</b>  MK gave a slideshow presentation to the Board highlighting student achievement.</p> <ul style="list-style-type: none"> <li>- 2018 Target Areas for Reading, Writing &amp; Mathematics</li> <li>- Reporting against the curriculum. Discussion with Board members on what this will look like going forward after National Standards.</li> <li>- Where to next?</li> <li>- 2017 National Standards results tabled in Reading, Writing &amp; Mathematics</li> <li>- WG talked through AOV? Reading &amp; Writing which was tabled</li> <li>- MK talked through the AOV? in Mathematics</li> <li>- Discussion on the Quick 60 programme. Another TA on board to assist with this programme</li> <li>-</li> </ul> <p>d) <b>Final sign off of strategic plan for submission to MOE</b></p> <ul style="list-style-type: none"> <li>- PB asked how reporting to the board would be to show whether successful. MK advised through board report. Discussion as to how this would be managed. How do the board know the investment worthwhile? e.g. Robotics</li> <li>PB suggested Team leaders presenting this year show how measuring change and success.</li> </ul> <p><b>Motion to accept the Charter, Annual Plan and annual targets, raised PB, seconded MLC, Unanimous.</b></p> <p>e) <b>Roween Higgie to work with MK again for Principal appraisal.</b></p> <p>f) <b>Review and Confirm Annual Review Programme and Timeline</b></p> <p>PB called for questions or comments. 2018 Review Schedule in Schools Docs Policies &amp; Procedures tabled.</p> <p><b>Action: To put the annual work plan in the board manual</b></p>	<p style="text-align: center;">MK</p> <p style="text-align: center;">MK</p> <p style="text-align: center;">MK</p>
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4	<b>Monitoring Reports</b>	<b>Follow up</b>
	<p><b>a) Principals Report</b>            MK tabled his report.            - Overnight Camp Sonshine Ranch information RAMS etc. tabled to board for consideration PB raised, VY seconded unanimous</p> <p><b>Motion to approve Camp at Sonshine Ranch</b></p> <ul style="list-style-type: none"> <li>- MK requested approval for Senior camp. Further information to be provided to board members.</li> </ul> <p><b>Action: MK to provide further information to board members by email</b></p> <ul style="list-style-type: none"> <li>- PLD overview for this year, assessment for learning, focus on new staff members</li> <li>- Professional staffing for the year</li> <li>- Operations Grant received</li> <li>- Donation letters to go out Thursday</li> <li>- Update on relocatable project</li> <li>- Power outage at school due to damage . Thanks to Phil Davies &amp; Rachael Locke on Waitangi weekend, WG to thank you gift for both \$100 value</li> <li>- 3 companies to tender for Room 5 refurbishment</li> <li>- Master plan from Architects for the new build, business case to Ministry, plans within the next few months, end of 2019</li> <li>- Kaylie Ashworth to be rep H&amp;S Phil to continue to report to the board monthly</li> </ul> <p><b>Motion to accept Principals report raised PB, seconded, WG, unanimous.</b></p> <p><b>b) Board Chair's Report</b></p> <p>PB tabled report.</p> <p><b>Motion: To accept tabled Chairs Report. Raised PB, MLC seconded, unanimous</b></p> <p><b>b) Finance</b></p>	<p><b>MK</b></p>



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	<p><b>c) Property</b> Shower repairs to school House.</p> <p><b>d) Policies and Legislation:</b> Home Learning reviewed. To go on Website . "Add "may" provide constructive Feedback to students and parents.</p> <p><b>g) Health &amp; Safety</b> PB tabled minutes for last meeting Actions outstanding see list</p> <p><b>Action to accept H&amp;S report PB seconded DP, unanimous</b></p>	
<b>5</b>	<b>General Business</b>	<b>Follow up</b>
	<p><b>Action: PB to re-share any indicators of ERO</b></p> <p><b>Action: BOT photo next meeting</b></p> <p><b>BOT preparation time MK 5, PB 2, WG 5 DP 1, VY 2, MLC 2 1/2</b></p>	<b>PB</b>
<b>6</b>	<b>Administration</b>	<b>Follow Up</b>
	<p><b>a) Motion: to approve the minutes of the meeting held on 28<sup>th</sup> November 2017 as a true and accurate record: Raised PB , Seconded MK, unanimous</b></p> <p><b>b) Action Points from previous minutes Honors Board \$1000, \$100 per name</b></p> <p><b>c) Correspondence tabled</b></p> <p><b>d) Identify agenda items for next meeting as per work plan review</b></p> <p><b>Meeting closed at: 8.03pm</b></p>	<b>MLC/VY</b>



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	<b>Next Meeting: March 2018 at 6.00pm in the staff room</b>	
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